



Kempsey Parish Council

Noticeboard Policy

Document revisions table

Revision	Description	Adopted
1.0	Noticeboard Policy approved and adopted	14.04.2025

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1. Introduction

This policy describes the use, administration and maintenance of Kempsey Parish Council's Noticeboards and the material which can be displayed on them.

2. Background

Parish Councils are required to maintain at least one public noticeboard for statutory notices to be posted and other notices, such as community interest notices to be displayed. Official notices always take precedence.

3. Location of Parish Noticeboards

Parish Noticeboards are the property of Kempsey Parish Council (KPC). The Noticeboards are of various sizes and orientations and the areas for displaying notices are behind locked panels of plastic or glass.

A table containing details of the Parish Noticeboards is attached in the Appendix to this policy.

Parish Noticeboards owned, maintained and administered by the Parish Council have the words "Kempsey Parish Council" on the noticeboard. There are several other noticeboards within the Parish which are owned and/or maintained by other organisations and these are not the responsibility of the Parish Council.

As can be noted from the table in the Appendix, Kempsey Parish has a number of noticeboards which are not located within the village boundary but are located in the outlying areas and hamlets. It is the intention of the Parish Council to keep under review the viability of the outlying noticeboards with consideration to the accessibility of their locations and the number of parishioners they serve. The Parish Council may decide, at its discretion and without prior notice, to remove or relocate any of the outlying noticeboards. The information contained on such noticeboards may be abbreviated or restricted for the purpose of servicing these noticeboards.

4. Use of Parish Noticeboards

Parish Noticeboards may be used for official notices, statutory notices and community information notices. Whilst Parish Council notices take precedence over any other notice, community information notices can also be displayed at the discretion of the Parish Clerk.

Official Notices – These will normally include, but not be limited to:

- Parish Council and Committee meeting agendas & minutes
- Election Notices including election results
- Notices of vacancies on the Parish Council
- Statutory Notices relating to the annual audit and the Council's budget
- Notices advertising the Annual Parish Meeting
- Notices advertising Parish Council meeting dates

- Contact details of the Parish Clerk and other emergency contact information
- Details of access to the Parish Council's website

Community Information Notices – Including but not limited to:

- Notices relating to public safety and public health
- Notices of activities within the Parish
- Notices from organisations outside the Parish but of likely interest to residents
- Public Transport Timetable information
- County and District Council information

Restrictions – the following are not normally to be displayed on the physical noticeboards (unless express permission has been given by the Parish Clerk):

- Commercial advertisements for profit or gain
- Parishioner/private advertisements for profit or gain
- Publicity for any fundraising event or organization that is not a charity
- Political notices
- Anonymous material not attributed to an organisation / individual

Any material considered by the Parish Office to be illegal, inflammatory or offensive shall not be permitted.

Notices must be factually correct and in English. The Parish Council takes no responsibility for the accuracy of notices originating from third parties.

The Parish Council, as represented by the Parish Clerk, reserves the right to decline to display any notice.

Requirements:

The Parish Noticeboards will be administered by the Parish Clerk or other member of the Parish Office.

Non-Parish Council notices must be forwarded, either electronically or in hard copy, to the Parish Office for approval before being posted on a Parish Noticeboard

Notices should be no bigger than A4 size, unless expressly agreed by the members of the Parish Office.

Parish Council notices and approved non-Parish Council Notices can be affixed to and removed (when out of date) from any of the Parish Council Noticeboards by any designated Key Holder.

5. Fly posting

No material is to be displayed on the Parish Noticeboards without the prior consent of the Parish Clerk and unauthorized notices or notices which are fly posted on Parish Council property including Parish Noticeboards around the Parish will be removed.

6. Administration & Key Holders

The use of Parish Noticeboards will be administered by the Parish Clerk or another member of the Parish Office staff in the Clerk's absence.

Registered Key Holders are those authorised to place and remove notices that comply with this policy from the Parish Noticeboards. Designated Key Holders will include:

- Parish Clerk
- Chair of the Parish Council
- Vice Chair of the Parish Council
- Chair of Community Centres Committee
- Parish Lengthsman
- A representative of Kempsey Promotions Community Interest Company.
- Any other individual authorised by the Parish Clerk as a registered keyholder.

The Key Holder placing a notice on a Parish Noticeboard shall be responsible for ensuring that the notice is removed from the noticeboard in a timely manner.

A list of designated Key Holders shall be maintained at the Parish Office and reviewed annually by the Parish Council.

7. Maintenance of the Parish Noticeboards

Monitoring the condition of the Parish Noticeboards and proposals for repairs, modifications or changes to the locations of the noticeboards will be the responsibility of the Environment Committee of the Parish Council, who will review this policy on an annual basis.

Appendix – Table of Parish Noticeboards

Location	Address/What3Words	Status of Noticeboard
Community Centre	In front of the Community Centre Main Road Kempsey What3Words: lottery.serve.steadier	Main Noticeboard for Parish Council – will contain Official Notices as well as Community Information Notices (when there is space – Official Notices take priority).
Tin Hut	In front of Parish Hall Main Road Kempsey What3Words: warned.carting.codes	Secondary Noticeboard for Parish Council – will contain some Official Notices (at Parish Office discretion) and reserve space for some Community Information Notices.
Kerswell Green	At triangle junction Kerswell Green What3Words: headliner.dared.ever	An outlying noticeboard – some Official Notices containing key information but mostly available for Community Information Notices.
Stonehall Common	Stonehall Common Road (West side) What3Words: evoked.guitar.guideline	An outlying noticeboard – some Official Notices containing key information but mostly available for Community Information Notices.
Green Street	Opposite Junction for Fox Lane Green Street, Kempsey What3Words: bombard.lakeside.eagles	An outlying noticeboard – some Official Notices containing key information but mostly available for Community Information Notices.
Opposite St Peters Garden Centre	Broomhall	An outlying noticeboard - <i>Planned for removal/relocation in 2025</i>
Side of Pavillion	Plovers Rise Playing Fields Kempsey What3Words: sunshine.inspected.latches	Some Official Notices containing key information but mostly available for Community Information Notices.